



SUPPLEMENTAL APPLICATION OFF-SITE PARKING PERMIT

CITY OF SANTA CLARA - PLANNING DIVISION

1500 Warburton Avenue, Santa Clara, California 95050

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E-mail Planning@santacalaraca.gov

Website: www.santacalaraca.gov

Date of application: _____ Parking Lot ID(call sign): _____

Parking lot address: _____

Contact: _____ Title: _____

Phone: _____ E-mail: _____

Parking Contractor Company: _____

Contact(if different): _____ Phone: _____

Requested Permit Term: _____ (e.g. 1 year, 5 years, 10 years)

Introduction

This packet is a supplement to the Planning Application, and provides application checklists and additional information related to off-site parking permits pursuant to the City of Santa Clara Zoning Code (SCCC 18.86), to help ensure that adequate application materials are submitted for review and evaluation by the City. The purpose of the administrative Off-Site Parking Permit is to provide for City Zoning Administrator review of applications to ensure that they meet the intent of the City's Zoning Code and General Plan. These are permits that do not require review by the Planning Commission or other hearing body, unless appealed.

This application is a request to provide temporary or defined-term parking on the site identified below (Provider Site) for another use on a separate property or properties identified below (Benefit Site). The right to provide parking to benefit another property shall not conflict with the normal requirements to provide parking for uses permitted on the Provider Site, as intended by the City's Parking Regulations (SCCC 18.74).

Proposal

Select one category below:

- ☐ Stadium related use (Complete attached Stadium Checklist – Exhibit A)
- ☐ Temporary (one occurrence or limited frequency of events)
- ☐ Other(including business to business): _____

Property Information

Provider Site Summary:

Address: _____

APN(s): _____

Total site area: _____ acres.

Building Area: _____ (sq. ft. gross floor area)

Building Uses: ☐ Office / R&D ☐ Industrial ☐ Warehouse ☐ Retail ☐ Other:

Regular days/hours of operation of uses above: _____

Total No. parking spaces: _____ No. ADA spaces: _____

Total No. surface spaces: _____ Total No. garage spaces: _____

☐ Total No. parking spaces allocated for off-site use: _____ No. ADA spaces: _____

[Note: The on-site plan shall provide indication of all parking to be retained for internal use during events/activities for which parking is provided for Benefit Site]
Special allowances for use beyond parking granted by owner of Provider Site, subject to City approval (e.g., tailgating, barbeques, music, canopies, tables, etc.)

☐ Tailgating is allowed on ☐ all of the site; ☐ a portion of the site; ☐ none of the site.

☐ There are no other obligations, agreements or restrictions that may conflict with the off-site parking area proposed for use as part of this application.

Benefit Site Summary (Do not fill this section out for Stadium Event Parking):

Address / APN(s): _____

Total site area: _____ acres.

Building Area: _____ (square feet gross floor area)

Uses (check all that apply):

☐ Office ☐ Industrial/R&D ☐ Warehouse ☐ Retail ☐ Other:

Regular hours of operation of uses above: _____

Total No. parking spaces: _____ No. ADA spaces: _____

Property Owner Declaration

Please print all information legibly, including correct zip code.

Address _____

E-Mail Address _____ Phone _____ Fax _____

I declare, under penalty of perjury, in securing this permit, that I am the owner of this property, or have legal authorization to represent the property owner in submitting this application to the City, and that the statements herein and all information herewith submitted are, to the best of my knowledge and belief, true and correct. I further acknowledge receiving and reviewing all of the following applicable attachments:

- ☐ City Zoning Ordinance, Chapter 18.86, Off-Site Parking Provisions
☐ List of Required Application Materials
☐ Exhibits: ☐ A. Stadium Submittal Requirements Checklist
☐ B. Sample Off-Site Parking Plan for Stadium Events
☐ C. Recommended Handout of Tailgating Conditions & Restrictions

Signature of Property Owner

Date

List of Required Application Materials:

- ☐ 1. Supplements to the form: Written description of the proposed off-site parking plan for the site, which shall include, but not be limited to:
- ☐ Responsible party for parking management (parking vendor or property owner);
 - ☐ The term of off-site parking availability (multiple years, annual, or until sale);
 - ☐ Days/hours of availability for off-site parking (weekdays and weekends / hours before, during and post event);
 - ☐ Ticketing information (cash or proof of pre-paid permit) and controls;
 - ☐ A written statement acknowledging that designated off-site parking spaces are exclusively for the benefit of off-site uses, and are not available for concurrent use to meet on-site parking demand. The statement should detail proposed event(s), date(s) and schedule, and should describe how event parking will not conflict with the normal permitted use of the Provider Site;
 - ☐ Description/count of stalls available for off-site parking (including number and locations of parking spaces for the disabled);
 - ☐ Existing uses on the parcels or sites providing the off-site parking, and the associated parking requirement;
 - ☐ Detailed terms of cleanup commitment;
 - ☐ If for off-site event parking at Santa Clara Stadium, a commitment to coordinate with the Stadium Manager for off-site parking north of U.S. Highway 101;
 - ☐ If for off-site event parking at Santa Clara Stadium, a commitment to have a trained parking manager on-site and actively coordinate with other off-site parking manager(s);
 - ☐ If for off-site event parking at Santa Clara Stadium, acknowledgement of whether or not portions of the off-site parking lot are designated for tailgating activity;
- ☐ 2. AERIAL PHOTOGRAPH(S) showing the parcel or site generating the parking demand, the parcel or site providing the off-site parking, indicating the distance between the Benefit site and the off-site parking lot location(s), and illustrating a convenient and safe pedestrian path of travel between the parcels or sites.
- ☐ 3. SITE PLAN and DRAWINGS for the site or parcel where the off-site parking will be provided. The site plan shall clearly identify and illustrate the following detail: the location and dimensions of all on-site parking spaces, driveways, curb cuts, drive aisles, and provide a parking space tabulation that identifies the total number of existing on-site parking spaces, the number of parking spaces reserved for on-site use(s), pedestrian pathways, the locations of trash, recycling, landscaping, light standard locations, ticket or payment booth(s), and portable toilet locations. Drawings shall identify the sizes, locations, materials, size & height dimensions, and content of all proposed temporary and permanent signs to be posted for the purposes of regulating parking under this Permit.
- If the requested Permit will provide off-site parking for events at Santa Clara Stadium, the site plan shall also clearly identify the locations and number of any and all spaces that are designated for outdoor tailgating activities, hot barbeque coal and ash disposal locations, propane canister disposal locations, portable toilet locations, and designated stadium-related promotional event areas for tents, tables and signs (see Sample Off-Site Parking Plan – Exhibit B).
- ☐ 4. PLANNING APPLICATION PROCESSING FEE per adopted Fee Schedule for Zoning Administrator Actions (Ord. 1862 § 1, 8-17-10; Ord. 1885 § 1, 4-19-11).

EXHIBIT A – Adopted Parking Program

Stadium Submittal Requirements Checklist

The following checklist contains boxes prompting owner acknowledgements and requests for specific information. This section also lists required application materials for the City's processing of Planning Applications for Off-Site Parking Permits. All plans and materials must be folded and be able to fit in a standard 8 ½ x 11 inch folder. Plans need to be drawn to scale and have one of the following minimum dimensions: 11" x 17", 18" x 24", 24" x 36", or 30" x 42". Procedures are provided at the bottom of this form. Submittal requirements are as follows depending on the type of request:

Checklist:

OWNER ACKNOWLEDGEMENTS FOR STADIUM EVENT PARKING:

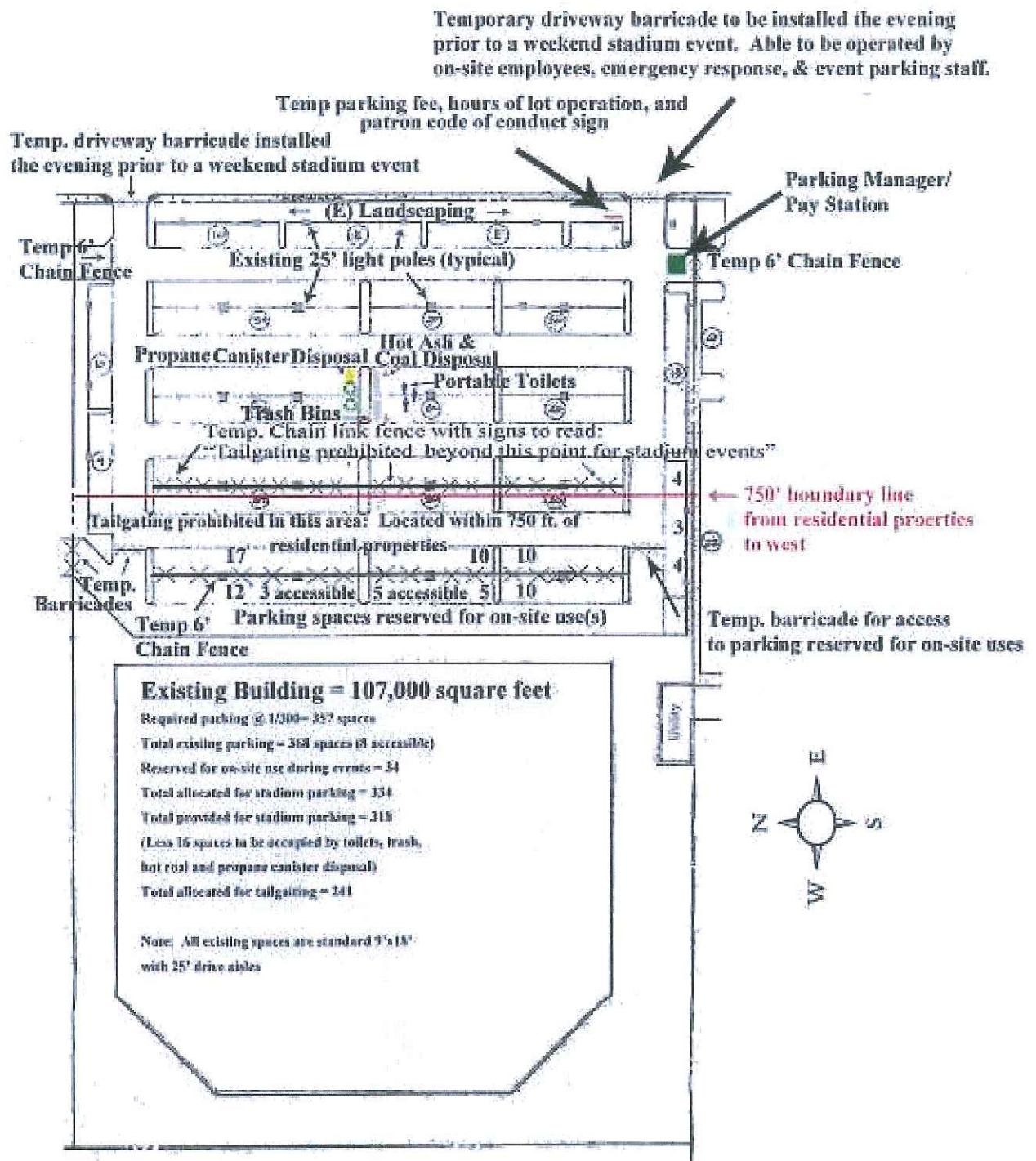
If this permit application is intended to provide off-site parking for events at Levi's Stadium, the property owner or owner designee shall check the corresponding boxes next to each condition listed below and initial at the end of this list, hereby acknowledging and agreeing to abide by the following conditions pertaining to the operation of an off-site parking lot:

- ☐ a. Use of this Off-Site Parking Permit only entitles the Owner to Lease Owner's parking lot at the address listed on this application, for the temporary off-site parking of vehicles during events at Levi's Stadium.
- ☐ b. Off-Site Parking for Stadium Events shall only occur on owner's private property in accordance with the specific Site Plan approved as part of this Permit.
- ☐ c. Tailgating activities shall not occur prior to 9:00 a.m. on event days. The Permittee shall distribute a list of Tailgating Conditions and Restrictions which may be more restrictive, but not less restrictive than, the list attached hereto as Exhibit C, to the responsible driver of all vehicles parking in those designated parking areas for which tailgating is allowed by this Permit. A copy of the List shall also be posted on a clearly legible sign at every driveway entrance to those designated parking areas for which tailgating is allowed by this Permit. **(Note: "Tailgating" is defined as the use of any item (including tables, chairs, free-standing canopies or umbrellas, awnings attached to recreational vehicles, coolers, barbeques, grills, games, generators, televisions, sound systems, food or drink, food or drink preparation or serving equipment, or other items as identified by the Director of Planning and Inspection) for the purpose of an outdoor gathering by one or more people prior to, during or after a scheduled stadium event.**
- ☐ d. Designated off-site parking areas shall be barricaded until 4 hours prior to the event.
- ☐ e. Tailgating in surface parking areas within 750 feet of residences is prohibited. Tailgating in surface lots will also be prohibited within 750 feet of school buildings (professional or vocational school buildings excepted) on weekday evenings and Saturdays. There will be no restrictions to surface lots within 750 feet of such school buildings on Sundays.

- ☐ f. Post-event clean up activities in the parking lot(s) or portion(s) located within 750 feet of residences shall be completed prior to 10:00 pm the day of the stadium event or no earlier than 9:00 a.m. the following morning. For Off-Site Parking Lots located more than 750 feet of residences, all post-event clean up activities on off-site parking lots shall be completed within 24 hours following completion of the event.
- ☐ g. Posted signs and security patrols of the parking areas prior to, during, and after event times will enforce these restrictions.
- ☐ h. The use of loudspeakers, stereo systems, or fireworks within the parking lots is prohibited. Posted signs and security patrols of these parking areas prior to, during, and after event times will enforce this restriction.
- ☐ i. A Community Liaison has been designated by the Stadium Authority to investigate and respond to noise complaints. The name and contact information of the Community Liaison shall be posted on signs clearly visible from the nearest public street right-of-way for the duration of any permitted off-site parking activity.
- ☐ j. The Permittee shall be responsible for policing litter and trash within 100 yards of event site and its related parking and transit access areas, and other areas determined by the City to need cleanup as a result of a given event, to be completed within 24 hours of any such event, to the satisfaction of the Director of Planning and Inspection.
- ☐ k. If the applicant utilizes portable restrooms on the off-site parking lots for events, they shall be placed no earlier than 24 hours before the event and they shall be removed within 24 hours of the completion of the event, to the satisfaction of the Director of Planning and Inspection.
- ☐ l. Any required enclosure fencing (trash area, utility equipment, etc.) if not see through, should have a six-inch opening along the bottom for clear visibility. Any gates or access doors to these enclosures should be locked.
- ☐ m. All entrances to parking areas should be posted with appropriate signage to discourage trespassing, unauthorized parking, etc. (See California Vehicle Code Section 22658(a) for guidance).
- ☐ n. Should any lot receive a permit to conduct parking with tailgating activities, and parking without tailgating activities, then both respective areas shall be physically fenced off from one another.
- ☐ o. Completion of the Police Department parking and cash handling procedures course.

_____ OWNER ACKNOWLEDGEMENT [Please Initial Here]

Sample Off-Site Parking Plan for Stadium Events with Tailgating



Tailgating Conditions and Restrictions Handout

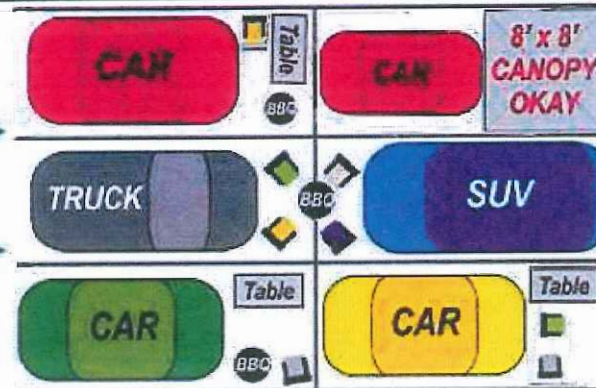
1. "Tailgating" is defined as the use of any item (including tables, chairs, free-standing canopies or umbrellas, awnings attached to recreational vehicles, coolers, barbeques, grills, games, generators, televisions, sound systems, food or drink, food or drink preparation or serving equipment, or other items as identified by the Director of Planning and Inspection) for the purpose of an outdoor gathering by one or more people prior to, during or after a scheduled stadium event.
2. One Vehicle = One Space: Tailgating is only permitted within the defined and designated areas of City-owned lots, or in those permitted and clearly designated areas of privately owned parking lots for which the property owner possesses a valid City-issued Off-Site Parking Permit in accordance with (Santa Clara City Code, Chapter 18.86). There will be strict enforcement of the one parking permit - one parking space policy. See the tailgating diagram on the following page for the proper way to setup a tailgate.
3. Parking for tailgating is provided on a first-come, first-serve basis in the appropriately designated lots.
4. Driveway aisles and fire lanes need to be kept clear at all times for free access of emergency vehicles.
5. The following items and activities are prohibited while tailgating, and will be enforced by the on-site parking manager:
 - Saving parking or tailgating spaces
 - Participating in games, such as ball playing(including volleyball, baseball, football, soccer, rugby, lacrosse) and frisbee playing in the parking lot interfering with parking lot activities
 - Weapons and fireworks
 - Animals or pets, except trained guide or service animals in actual use
 - The use of bicycles, skateboards, rollerblading, motorized scooters, go-karts, mini bikes, motorized coolers, segways, etc..., except by law enforcement personnel
 - Large balloons
 - Sale of food, beverage, and any merchandise, except by an Authorized Vendor Company
 - Selling, advertising or promoting of any third party products (including but not limited to food and beverage products). Only an Authorized Vendor Company is authorized to sell products or merchandise in the parking lots on game days
 - Banners or signage recognizing businesses or products may not be displayed, except by Authorized Vendor Company
 - The placement of flyers, brochures or handbills on vehicles
 - Amplified sound systems or the use of radios / audio devices at loud levels
 - Tents or canopies screened, covered or otherwise enclosed more than 50% on each side on more than two sides
 - Tents or canopies with a footprint exceeding 8-feet by 8-feet
 - For safety purposes, all tents, tables, chairs, etc. must be put stowed away in the tailgater vehicles prior to leaving the parking lot for the Stadium.
6. Except for Authorized Vendor Company activity areas within the lot, all parking spaces must be used for the parking of vehicles, and may not be used exclusively for tents, canopies, recreational vehicle awnings, barbeques, portable cooking devices, coolers, ice chests, chairs or other items.
7. All tailgating guests must follow the directions and instructions provided by stadium personnel (parking staff, security, police, etc.).
8. All who participate in tailgating shall follow the posted rules for conduct of safe tailgating activities involving cooking, trash and hot charcoal disposal, which are posted on signs within each designated tailgating area.
9. Penalties. Any violation of the tailgating policies may result in all loss of parking permit privileges, expulsion of the vehicle and occupants from the lot, and/or towing of the vehicle from the parking lot at the vehicle owner's expense.

Tailgating Conditions and Restrictions Handout

TO SET UP YOUR TAILGATE AREA PROPERLY:

You Must keep all tables, chairs, coolers, barbecues, tents or canopies within the striped boundaries of your permitted parking space. There shall be no projections into the driveway aisles. Tents or canopies exceeding an 8' x 8' footprint and vehicles measuring more than 17' in length and/or 8' in width are not permitted. Amplified music or sound is not permitted. Non-compliance may result in all loss of parking permit privileges, expulsion of the vehicle and occupants from the lot, and/or towing of the vehicle from the parking lot at the vehicle owner's expense. For information regarding towed vehicles, please contact the parking manager at () - .

This diagram illustrates correct tailgate set-ups:



This diagram illustrates incorrect tailgate set-ups:

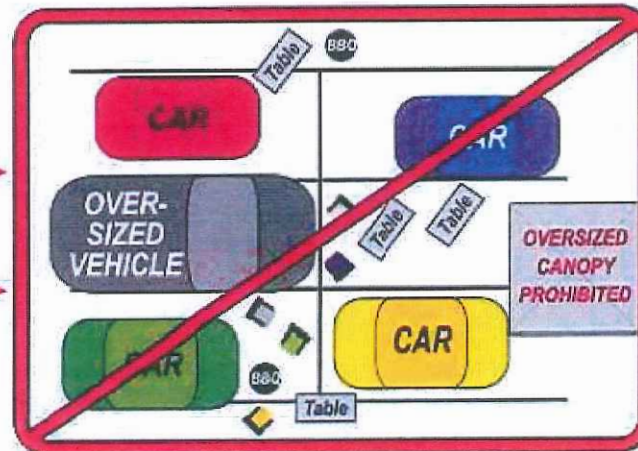


Exhibit C